

INFOhio Databases

General Citation Publication Medium

Author Last Name, First Name. "Article Title." *Database Title*.
Year. *Database Name*. Web. Day Month Year accessed.
<URL optional>.

The Art Collection

Artist Last Name, First Name. *Title of Artwork*. Collection or
Institution. Date. *The Art Collection*. Web. Day Month Year
accessed. <URL optional>.

Biography Reference Bank (HW Wilson)

"Biographee Last Name, First Name." *Database Title* (i.e.,
Current Biography). Year. *Biography Reference Bank*. Web.
Day Month Year accessed. <URL optional>.

EBSCOhost

Author Last Name, First Name. "Article Title." *Name of Magazine*. Day
Month Year: Page-Page. *EBSCOhost*. Web. Day Month Year
accessed. <URL optional>.

NewsBank

"Article Title." *Name of Newspaper*. Day Month Year, Edition: Section
Letter. *NewsBank*. Web. Day Month Year accessed. <URL
optional>.

Oxford Reference Online

"Article Title." *Resource Title* (i.e., *Dictionary of Astronomy*).
Author First Name Last Name. Publisher. Year. *Oxford
Reference Online*. Web. Day Month Year accessed. <URL
optional>.

Science Online

Author Last Name, First Name. "Article Title." *Title of Publication*.
Place of Publication: Facts on File, Inc., Year. *Science Online*.
Web. Day Month Year accessed. <URL optional>.

World Book Encyclopedia

Author Last Name, First Name. "Article Title." *Name of Encyclopedia*.
Year. *World Book*. Web. Day Month Year accessed. <URL
optional>.

World Book Citation Builder

This is a great tool if you are doing fairly simple citations.

- From the INFOhio World Book portal, click on *World Book Advanced*.
- In the box marked **Create and Share** on the left side of the screen, click on *Citation Builder*.
- Select the appropriate citation type (i.e., book, podcast) and enter the appropriate information.
- Fill in available information requested.
- Not all fields may need to be completed (i.e., Edition, Country).
- Click *Create Citation*...your citation will appear at the bottom of the page.
- Copy and paste into a *Word* document, correcting spacing and indentation, if needed.



January 2010

[http://www.infohio.org/Documents/ER/ERResources2009/
INFOhioCitationBrochure201001.doc](http://www.infohio.org/Documents/ER/ERResources2009/INFOhioCitationBrochure201001.doc)



THE INFORMATION NETWORK FOR OHIO SCHOOLS

<http://www.infohio.org>

The purpose of a bibliography (works cited page) is to give credit to the author/creator and to help the reader find the material referenced in a report. The following guidelines and examples have been taken from the *MLA Handbook for Writers of Research Papers, 7th Edition*.

- Center the title, *Works Cited*, one inch from the top.
- Begin the *Works Cited* list on a new page at the end of the paper. Number the page as a continuation of the text. Double space each line of the *Works Cited*.
- Alphabetize by author's last name or by title if no author is given. Ignore "a," "an" or "the" as the first word.
- Use a five-space indentation for all lines after the first line of an entry.
- Use state abbreviations, i.e., OH instead of Ohio.
- Month abbreviations: Jan., Feb., Mar., April, May, June, July, Aug., Sept., Oct., Nov., Dec.
- Italicize both titles and names of online products.
- Include the URL if the citation information does not easily lead to the source.
- Include publication medium, i.e., print, Web, MP3, etc.

If a source has no publication information:

n.p. = no place of publication or publisher given

n.d. = no date of publication given

n. pag. = no pagination given

Examples:

1. No place.....N.p.: Penguin, 2008.
2. No publisherNew York: n.p. 2008.
3. No dateNew York: Penguin, n.d.

General Citation Publication Medium

**Author (Last Name, First Name) and
Additional Author (First Name Last
Name). Title. Place of Publication:
Name of Publisher, Date. Publication
Medium.**

Example:

McNally, Joanna. *Brownies and Books*. New York: Little
Brown, 2008. Print.

Created by **Joanna McNally**, Librarian
Charles F. Brush H.S.
South Euclid – Lyndhurst City Schools

Edited by **Sheila Benedum**, Library
Coordinator
Bay Village City Schools

Citation Guide

Print

No Author

Title. Place of Publication: Publisher, Year. Print.

Book with One Author

Author Last Name, First Name Middle Initial (if given). *Title*. Place of Publication: Publisher, Year. Print.

Book with Two or Three Authors

Author1 Last Name, First Name, Author2 First Name Last Name, and Author3 First Name Last Name. *Title*. Place of Publication: Publisher, Year. Print.

Book with More than Three Authors

→ Give the first author's name only followed by et al.

Author1 Last Name, First Name, et al. *Title*. Place of Publication: Publisher, Year. Print.

eBook (from research database or open web)

Author Last Name, First Name. *Title*. Place of Publication: Publisher, Year. *Database or Webpage Title*. Web. Day Month Year accessed. <URL optional>.

Book with One Editor

Editor Last Name, First Name, ed. *Title*. Place of Publication: Publisher, Year. Print.

(Note: "ed." becomes "eds." if there is more than one editor)

Book with Two or More Editors

Editor1 Last Name, First Name, and Editor1 First Name Last Name, eds. *Title*. Place of Publication: Publisher, Year. Print.

Essay or Article in an Anthology

→ An anthology is a book or collection of selected writings by various authors

→ Ed. = edited by or Comp. = compiled by

Author Last Name, First Name. "Article Title." *Title*. Ed. First Name Last Name. Place of Publication: Publisher, Year. Page-Page. Print.

Encyclopedia

Author Last Name, First Name. "Article Title." *Encyclopedia Title*. Place of Publication: Publisher, Year. Print.

Journals, Magazines & Newspapers

General Citation Publication Medium

Author (Last Name, First Name). "Article Title." *Name of Magazine* Day Month Year published: Page-Page. Print.

Author (Last Name, First Name). "Article Title." *Name of Magazine* Day Month Year published: Page-Page. *Database Name*. Subscription Service. Web. Day Month Year accessed. <URL optional>.

Example:

McNally, Joanna. "Teens Eating in Libraries." *Time* 4 Sept 2007: 20-22. *Student Resource Center Gold*. Gale. Web. 13 Nov. 2009.

Citation Guide

Journals, Magazines & Newspapers

Academic Journal (from a print source)

Author Last Name, First Name. "Article Title." *Name of Journal* Volume #. Issue #: (or date): Page-Page. Print.

Academic Journal (from a research database)

Author Last Name, First Name. "Article Title." *Name of Journal* Volume #. Issue # (or date): Page-Page. *Name of Database*. Subscription Service. Web. Day Month Year accessed. <URL optional>.

Magazine Article (from a print source)

Author Last Name, First Name. "Article Title." *Name of Magazine* Day Month Year: Page-Page. Print.

Magazine Article (from a research database)

Author Last Name, First Name. "Article Title." *Name of Magazine* Day Month Year: Page-Page. *Name of Database*. Web. Day Month Year accessed. <URL optional>.

Newspaper Article (from a print source)

Author Last Name, First Name. "Article Title." *Name of Newspaper* Day Month Year: Section or Page #. Print.

Newspaper Article (from a research database)

"Article Title." *Name of Newspaper* Day Month Year, Edition: Section Letter. *Name of Database*. Web. Day Month Year accessed. <URL optional>.

Non-Print

Blog

Author Last Name, First Name. "Blog Title." *Name of Weblog*. Site Sponsor (i.e., Blogspot). Day Month Year posted. Publication Medium. Day Month Year accessed. <URL optional>.

Image, Illustration or Photo

Artist Last Name, First Name. *Title of Artwork*. Date. Collection or Institution. *Name of Database or Web Page*. Publication Medium (Web, Painting, Photo, etc.). Day Month Year accessed. <URL optional>.

Podcast

Author Last Name, First Name. "Podcast Title" Host Name. Publisher. Institution. *Name of Podcast Service or Web Page*. Day Month Year posted. Publication Medium (MP3, Web, etc.). Day Month Year accessed. <URL optional>.

Song or Sound Recording

Creator's Last Name, First Name. "Song Title." *Album/CD Title*. Publisher, Year. Publication Medium. Day Month Year accessed (if online).

Video or Movie (DVD or VHS)

Title. Dir. First Name Last Name. Film's Year of Release. Distributor, Year. Publication Medium.

Video or Movie (Online)

Creator's Last Name, First Name. *Title*. Name of Web Site. Publisher or Sponsor, Film's Date of Creation. *Name of Web Page*. Web. Day Month Year accessed. <URL optional>.

Web Site

Author Last Name, First Name. "Title of Page." *Name of Web Site*. Publisher or Sponsor, Date of Publication. Web. Day Month Year accessed. <URL optional>.